



Centralized Accounting and Payroll/Personnel System

Match and Compare Processes of HX and IN Browser Transactions

Nov. 18, 2021

Match and Compare Processes

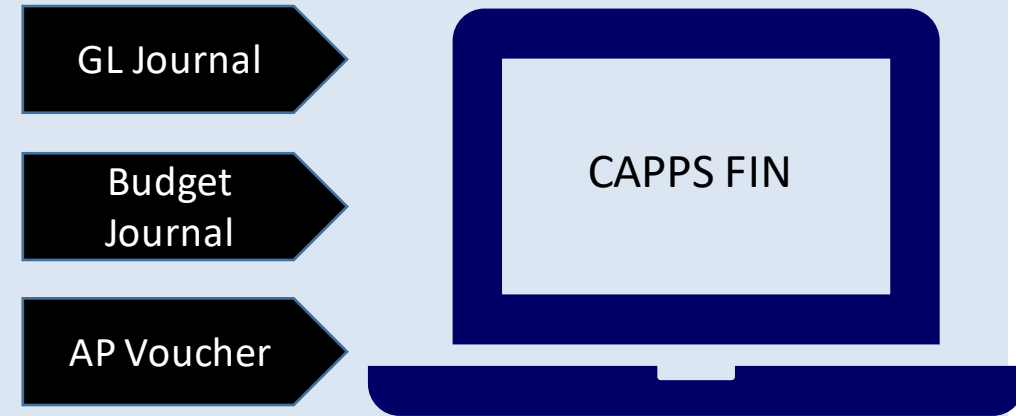
Topics

- Outbound Processing/IN Browser
- Inbound Processing/HX Recycle
- Match Process
- Compare Process
- Correcting Errors

Outbound – Match and Compare Processes

Daily **outbound** interface process run in CAPPS:

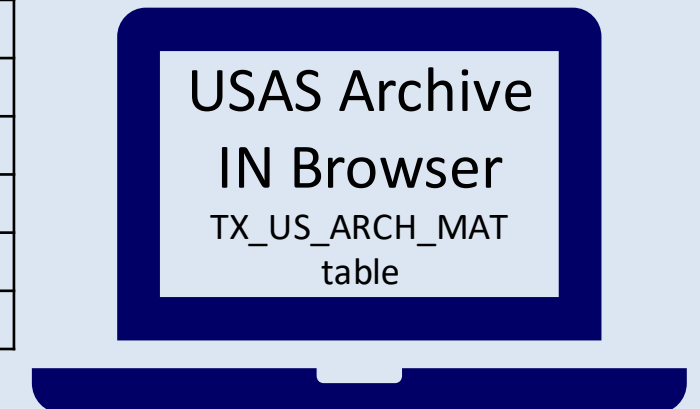
- TX_CAPPS_GL (CAPPS GL Transaction)
- TX_CAPPS_BD (CAPPS USAS Budget Transaction)
- TX_CAPPS_AP (CAPPS AP Voucher Transaction)
- Outbound interface sends transactions to USAS and loads the IN Browser.
- The T-codes used (and Payment Type for AP vouchers) determine which records go to the IN Browser and USAS.
- The records remain in the IN Browser until the matching and compare processes are successful.



Outbound – Match and Compare Processes ...(continued)

Examples of T-code actions:

Module	T-Code	Payment Type	Added to IN Browser	Sent to USAS
AP	225	(any)	Yes	Yes
AP	MAN	USX	Yes	-
AP	MAN	MAN	-	-
GL	195	(n/a)	Yes	Yes
GL	MAN	(n/a)	Yes	-
GL	(blank)	(n/a)	-	-
Budget	001	(n/a)	Yes	Yes
Budget	MAN	(n/a)	Yes	-
Budget	(blank)	(n/a)	-	-

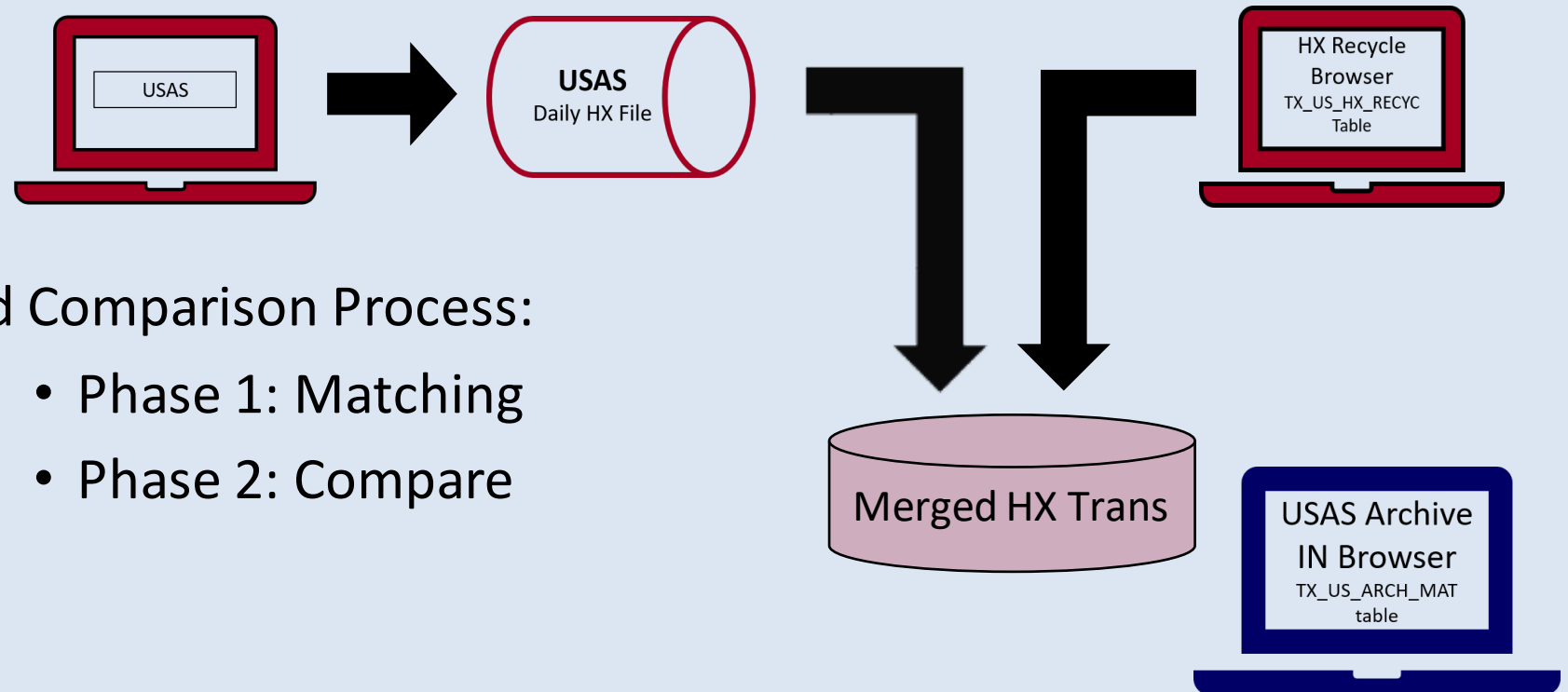


The USAS Archive IN Browser page:

- Is updated daily with new transaction data from CAPPS.
- Displays transactions awaiting matching/comparison with USAS transactions.

Inbound – Match and Compare Processes

Pre-existing USAS transactions from the HX Recycle Browser and the Daily HX File are merged.



CAPPS HX/IN Match and Comparison Process:

- Phase 1: Matching
- Phase 2: Compare

Note: The TX_US_CAPPS includes *CAPPS AP Voucher Transactions, CAPPS GL Transactions and CAPPS USAS Budget Transactions.*

Doc Type – Match and Compare Processes

Ignore: Controls whether the HX transactions are ignored altogether by the inbound processing for the respective Doc Type.

Lookup Arch IN: Controls whether the inbound interface performs matching and compare processing for the HX transactions-to-transactions on the IN Browser.

Update Pymt Tbl: Controls whether a transaction is inserted to the Payment Interface Table for HX transactions (AP vouchers only).

Create Liq Jrnl: Controls whether liquidation journals are generated for HX transactions (AP vouchers only).

Employee Self Service Systems Codes

Systems Codes Defn Tx Misc Codetbl

SetID [Redacted]

Code Table ID: DOC_TYPE Description Rules for processing doc types

Document Type 9

SETCNTRLVALUE 40300

Ignore N

Lookup Arch IN Y

Update Pymt Tbl Y

Create Liq Jrnl Y

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Systems Codes Defn | Tx Misc Codetbl

Navigation: CAPPS Statewide > Statewide Setup > Systems Codes

Doc Type – Match and Compare Processes ...(continued)

During Matching, the USAS (HX) and USAS (IN Browser) transactions are matched using:

- USAS Agency Number
- USAS Document Number
- USAS Document Year
- Ref Doc No
- Ref Doc Suffix
- Multi Purpose Code (AP Voucher = Line# + Distrib Line#, GL/Bud JV = Line#)
- USAS Doc Date

The image displays two screenshots of transaction navigation interfaces. The top screenshot is the 'Hx Recycle Browser' and the bottom is the 'Usas IN Browser'.

Hx Recycle Browser

Search criteria: USAS Doc #: 90100604, USAS Agency Number: [redacted], USAS Document Year: 22

	Doc Suffix	Ref Doc No	Ref Doc Suffix	Multi-purpose Code	USAS Doc Date	Batch Agy	Batch Date	T-Code	USAS Reversal	Approp. No	Fund
1	001	00100604	000	0000100001	20211006	[redacted]	20210930	225		13028	0645

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Usas IN Browser

Set Control Value: [redacted]
CAPPS Interface: TX_CAPPS_AP
Business Unit: [redacted]

USAS Doc Num: 90100604
USAS Agency Number: [redacted]
USAS Document Year: 22

[Copy Status](#)

USAS Doc Information | Doc Status ||>

	Doc Suffix	Ref Doc Num	Ref Doc Suffix	Multicode	Doc Date	Batch Agency	Batch Date	T-Code	Reverse	Approp Num	Fund	PCA
1	001	00100604	000	0000100001	20210903	[redacted]	20210930	225			0645	09242

Buttons: Save, Return to Search, Notify

HX Recycle Browser Transaction Navigation: CAPPS Statewide > Statewide Interfaces > HX Recycle Browser

IN Browser Transaction Navigation: CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

Match Process

Match: Successful



- The USAS Process Status and USAS Process Date are updated on the voucher distribution line, invoice line and voucher header (or journal header).
- Update Pymt Tbl (Y) — An entry is added to the Interface Payment table and the payment number is added to the USAS tab on the voucher distribution line.
- Create Liq Jrnl (Y) — Liquidation journals are generated.
- Matched transactions drop off the HX Recycle Browser.
- Continues to the “Compare” phase.

Match: Not Successful



- Transaction(s) that were not matched remain on the HX Recycle Browser.
- Transaction(s) can be manually archived off the HX Recycle Browser (if needed).

Match Process ...(continued)

Example

DOC_TYPE system codes for **Doc Type 2** are configured to:

- Match the HX against the IN records
- Update the payment table
- Create the liquidation journals.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit [REDACTED]			Invoice No 103192950		
Voucher ID 00015677			Accounting Date 02/12/2020		
Voucher Style Regular Voucher			Pay Terms 30		
Invoice Date 01/13/2020			Basis Date Type Inv Date		
Invoice Received 01/21/2020					
Supplier ID [REDACTED]			TMS Check [REDACTED]		

Systems Codes Defn	Tx Misc Codetbl
SetID [REDACTED]	
Code Table ID: DOC_TYPE	Description Rules for processing doc types
2 of 33	
Document Type 2	SETCNTRLVALUE [REDACTED]
Ignore N	
Lookup Arch IN Y	
Update Pymt Tbl Y	Create Liq Jmnl Y

Match Process ...(continued)

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	00015677	Invoice Date	01/13/2020	Invoice No	103192950
Voucher ID	00015677	Invoice Total	330.44	USD	
Voucher Style	Regular				
Location Name					
Entry Status	Postable	Pay Terms	Net 30		
Match Status	Matched	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Posted	USAS Sent Date	02/14/2020		
		USAS Process Status	S		
		USAS Processing Date	02/14/2020		
Doc ToI Status	Valid	Created On	02/12/2020 9:25AM		
Budget Status	Valid	Created By			
		Last Update	02/14/2020 12:17PM		
Budget Misc Status	Valid	Modified By			
*View Related	Payment Inquiry	ERS Type	Not Applicable		
		Close Status	Open		

[Approval History](#)

[Go](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Example

On the voucher's **Summary** tab, the:

- **USAS Process Status** displays a value of **S**.
- **USAS Processing Date** displays the latest payment date.

Match Process ...(continued)

Example

A successful match of voucher
Line 1:

- Updates **USAS Proc Stat** and **USAS Proc Dt** fields.
- The **USAS Proc Stat** displays a value of **P**.

Invoice Lines

Line 1 ☐ Copy Down

Distribute by Quantity

Item

Quantity 1.0000

UOM MO

Unit Price 222.84000

Line Amount 222.84

Calculate

SpeedChart

Ship To [REDACTED]

Description [REDACTED]

Packing Slip

Purchase Order

Associate Receiver(s)

☐ Force Price

☐ One Asset

PCC: I USAS Requisition: [REDACTED] RTI **USAS Proc Stat: P** **USAS Proc Dt: 02/14/2020** USAS Pmt Due Date: 03/01/2020

Inv Receipt Dt: 01/21/2020 Service Date: 01/31/2020 Order Date: 09/30/2019 Requested Pmt. Date: 02/12/2020 Copy Fields

Contract ID

Invoice Description [REDACTED]

Interest Control: Reason Code:

▼ Distribution Lines

GL Chart USAS Data Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Freight Amount	Misc Charge Amount	Monetary Amount	Quantity	USAS Doc Suffix	Ref Doc Number	Ref Suffix	USASProcStat	USAS Proc Dt	Payment Number	Confidentiality Ind
<input type="checkbox"/>	1	222.84			222.84	1.0000				P	02/14/2020	141550278	Not Confidential

Then a liquidation journal entry is created from a successful match of Voucher Line 1.

Journal Date	Journal ID	GL Line Number	Fiscal Year	Acctng Period	Ledger Grp	Description	Account	Descr	Type	Dept	Fund	Appn/ PCA	Appn Year	Monetary Amount	USAS Doc#
2/14/2020	US20200214	39	2020	6	ACTUALS	Generated from USAS	1009	Vouchers Payable	L	2999	0001	11107	2020	222.84	20015677
2/14/2020	US20200214	83	2020	6	ACTUALS	Generated from USAS	0045	Cash In State Treasury	A	2999	0001	11107	2020	(222.84)	20015677

Match Process ...(continued)

When Line 2 matches successfully, the:

- USAS Proc Stat and USAS Proc Dt fields are not updated.
- USAS Proc Stat displays a value of U.

No Liquidation journal entry is created when Voucher Line 2 does not match successfully.

Line 2

☐ Copy Down

SpeedChart

Ship To

Description

Packing Slip

Purchase Order

Associate Receiver(s)

☒ Amount Only

☐ One Asset

Distribute by Amount

Item

Quantity 1.0000

UOM LOT

Unit Price 107.60000

Line Amount 107.60

Calculate

PCC: I

USAS Requisition:

RTI

USAS Proc Stat: U

USAS Proc Dt: 02/14/2020

USAS Pmt Due Date: 03/01/2020

Inv Receipt Dt: 01/21/2020

Service Date: 01/31/2020

Order Date: 09/30/2019

Reqsted Pmt. Date:

Copy Fields

Contract ID

Interest Control:

Reason Code:

Invoice Description

▼ Distribution Lines

☐ GL Chart

☒ USAS Data

☐ Exchange Rate

☐ Statistics

☐ Assets

☐ II

Copy Down	Line	Merchandise Amt	Freight Amount	Misc Charge Amount	Monetary Amount	Quantity	USAS Doc Suffix	Ref Doc Number	Ref Suffix	USASProcStat	USAS Proc Dt	Payment Number	Confidentiality Indicator
<input type="checkbox"/>	1	107.60			107.60	1.0000				U	02/14/2020		Not Confidential

Match Process ...(continued)

Archive Transaction

Transactions on the HX Recycle Browser that are determined to never match to an IN transaction can be archived.

If they are needed later, archived records can be restored.

The screenshot shows a web application interface for archiving transactions. At the top, there is a tab labeled 'Tx Run Hx Arch'. Below it, the 'Run Control ID' is set to 'HX_ARCHIVE_TEST'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'HX Recycle Archive Setup' and contains several input fields: 'Request No.' (1), '*Request Type' (Archive), '*Business Unit' (redacted), 'USAS Doc Start #' (A2100160), 'USAS Doc End #' (A2100160), 'From Effective Date', 'To Effective Date', 'USAS Doc Like', 'Appropriation Year', 'Fund Code', 'Appropriation #', 'PCA #', 'Object Code#', and 'T-Code'. A status message at the bottom of the form indicates 'Matching transactions to be Archived : 6'. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Navigation: *CAPPS Statewide > Statewide Interfaces > HX Recycle Mass Archive*

Compare Process

A compare process is performed to ensure that the chartfield coding and vendor information match between USAS and CAPPS.

Processing logic is different between AP Vouchers and Journals:

AP Voucher	GL and Budget Journals
<ul style="list-style-type: none">• PCA• Appropriation• Fund• Appropriation Yr• Comp Object (Account)• Transaction Amt• Vendor Number (VID)• Vendor Mail Code (CAPPS Loc)	<ul style="list-style-type: none">• PCA• Appropriation• Fund• Appropriation Yr• Comp Object (Account)• Transaction Amt

Compare Process ...(continued)

Comparison: Successful



- Transactions that pass the Compare process drop off the IN Browser and are added to the Archive IN table (TX_USAS_ARCH_ARC).
 - Process is complete.
-

Comparison: Not Successful



- Transaction(s) that did not pass the compare process remain on the IN Browser and the status is updated to **Error in HX Compare**.
- Transaction(s) can be manually archived off the IN Browser.
- Possible indication that there is a reconciling issue between CAPPS and USAS.

Compare Process ...(continued)

Common IN Browser Doc Status values:

- **Not Yet Processed by Interface** — Transactions that have not yet successfully passed the Match process and are waiting for the return transaction to come in from the HX in USAS.
- **Error in HX Compare** — Transactions that pass the Match process but failed the Compare process.

Transactions stay on the IN Browser until the user intervenes and manually changes the status.

Compare Process ...(continued)

For transactions on the IN Browser with **Error in HX Compare** status, there are typically three courses of action that can be taken:

- 1. Corrected Error.
- 2. Delete from Archive IN Table.
- 3. Deleted from USAS.

Usas IN Browser

Set Control Value: [REDACTED]

CAPPS Interface: TX_CAPPS_AP

Business Unit: [REDACTED]

USAS Doc Num: 10022611

USAS Agency Number: [REDACTED]

USAS Document Year: 22

[Copy Status](#)

Q

1-1 of 1

View A

USAS Doc Information

Doc Status

||>

Current Status	Change Status To
1 Error in HX Compare	<div><div></div><div>Corrected Error</div><div>Delete From Archive IN Table</div><div>Deleted from USAS</div></div>

Save

Return to Search

Notify

Navigation: CAPPS Statewide > Statewide Interfaces > USAS Archive IN Browser

Compare Process ...(continued)

Corrected Error:

- Archives the IN Record.
- Does not not change the **USAS Process Status** on the original voucher header but the journal header is changed to a value of **P**.
- Used (in general) to correct reconciliation item.

Delete From Archive IN Table:

- Archives the IN Record.
- Does not change the **USAS Process Status** on the original voucher header but the journal header is changed to a value of **P**.
- Used (in general) when no correction is needed.

Deleted from USAS:

- Archives the IN Record.
- Does change the **USAS Process Status** on the original voucher's distribution line, invoice line and/or header (or journal header) to a value of **X**.
- Used (in general) when a transaction is deleted in USAS before it can process.



Centralized Accounting and Payroll/Personnel System

Thank You!

CAPPS Production Support

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